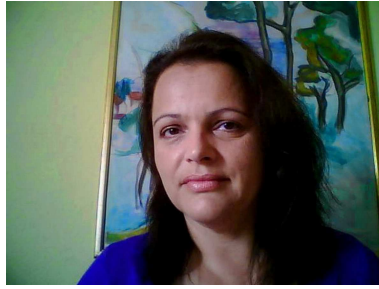


CURRICULUM VITAE



Name: Daliborka Ratković
Date of Birth: 11th of October 1973
Mobile: +387 65 720 924
Address: Gorica 99, 89101 Trebinje, Bosnia and Herzegovina
E-mail: dratkovic73@gmail.com
Skype-ID: daliborka_ratkovic73
Link to TranslatorsCafe.com profile: <http://daliborka.translatorscafe.com/>

Mother tongues: Bosnian and Serbian

Language combinations:

English – Bosnian and English – Serbian
German – Bosnian and German – Serbian

Availability

I am available every day for at least four to five hours (except weekends and in cases of possible seminars, conferences etc.).

Rates:

Translation:

English – Bosnian/Serbian 0.05 € per source word
German – Bosnian/Serbian 0.05 € per source word

Preferred payment method: Moneybookers (dratkovic73@gmail.com)

Note: Rates may vary depending on the type and volume of the text to be translated.

Software used: Microsoft Word, Microsoft Excel, Microsoft PowerPoint

CAT Tools: SDL Trados Studio 2011

Internet access: ADSL.

Daily output: between 2500 and 3000 words

Education and qualifications:

Faculty of Humanities, Mostar, Bosnia and Herzegovina

October, 2007 – May, 2012

Department for English Language and Literature

Obtained a BA degree. I am now, according to Bosnian national level, a professor of English language and literature.

High school “Fra Dominik Mandić” Mostar, Bosnia and Herzegovina

1988 – 1992

Department for Linguistics and Language

Work experience:

Full-time Freelance Translator

2010 – Present

Cooperating with a number of translation agencies on various projects in the afore mentioned language combinations.

NGO Women’s centre Trebinje, Bosnia and Herzegovina

Position: Part-time administrative position, project funded position

Hrupjela 69, 89 101 Trebinje, BH

1st of June 2010 – 1st of June, 2011

Responsibilities:

- Preparation of documents and reports
- Translation of documents and reports
- Making necessary contacts with organizations and institutions
- Sending invitations, letters and correspondence matters, in general

In the frame of everyday work, I participate on various training sessions organized either by some local organizations or by international institutions/organizations such as the EU Commission, UNIFEM etc.

Voluntary Services Overseas

Position: Interpreter/Translator

317 Putney Bridge Road

London SW 152PN

(Office in Sarajevo)

1st of April 2002 – 31st of December 2003

Location: Centre for Social Work, Trebinje, Bosnia and Herzegovina

Responsibilities:

- Interpreting at the volunteer’s workplace
- Translate written information from Bosnian into English and vice versa
- Provide professional and personal assistance to the volunteer
- Maintain privacy and confidentiality in all formats of communication
- Keeping a list of all translated documents to avoid future duplication
- Assist with coordination of visas, registration and letters of invitation
- Coordinate telephone communication between volunteer and partners
- Assist volunteer with cultural and town orientation
- Accompany the volunteer on work-related trips

Note: References available upon request

Burger King Gmbh

Position: Assistant Manager

Reeperbahn 75

29359 Hamburg, Germany

October 1992 – July 1997

Note: Two courses completed – Basic Management Training and Food Safety Course (both in Berlin in 1995)

Presentation:

Actively working as interpreter/translator since 2000. Consecutive interpretation on various meetings, conferences and seminars.

I translated various documents, handbooks and manuals for a number of individuals and agencies. These documents are from the fields of photography, health, electronics, machines and tools, social sciences, finances, tourism.

In the last seven years I have been working on a voluntary basis in a non-governmental non-profit organization. My role in this organization is translation of documents, reports, correspondence with international donor organizations, participation in preparation of project proposals, organization of round tables, seminars, workshops etc.

I have been engaged by various organizations and institutions as translator/interpreter for English and German in numerous seminars and trainings. I translated for the Mayor of Municipality Trebinje various written documents concerned with various projects and plans. I worked with a number of local governmental and non-governmental organizations during the implementation of a number of EU supported projects and provided translation and/or interpretation when necessary.

Completed a number of translation projects from German into Bosnian and Serbian and English into Bosnian and Serbian. Cooperating with translation agencies on a number of various projects, including some projects from the automotive and technical field.

I am a reliable person who is open for new challenges. Tasks are being completed within agreed deadlines with the highest possible quality level. Actively working as a freelance translator since 2002 (first on the local level and gradually expanding my work in terms of cooperation with international translation agencies), continuously improving the existing and adopting new skills and methods of work.

Areas of specialization: social sciences, social work and social services, tourism, entertainment, technical guides and manuals, young people and children with disabilities, advertising, banking, environment, sports, general.

